



**North Carolina Department of Health and Human Services
Division of Mental Health, Developmental Disabilities and Substance Abuse Services**

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Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Michael Moseley, Director

June 3, 2005

MEMORANDUM

TO: Area Program/LME Directors
Area Program/LME Finance Officers

FROM: Wanda Mitchell, Budget & Finance Team Leader

SUBJECT: SFY 05 Year-End Non-UCR Payments of State Funds

The Division has worked with the DHHS Controller's Office to assess Area Program budgets and finalize the process for making payments for SFY 05 year-end. Outlined below is the procedure to help ensure that all State funds due to Area Programs are paid prior to June 30, 2005.

June Non-UCR State Funds – Area Programs are not able to submit a Financial Status Report (FSR) certifying actual June expenditures until after the close of the current State Fiscal Year. Therefore, Area Programs will need to submit an estimated payment request on the FSR to your Regional Accountant **NO LATER THAN JUNE 10th**. This advance request will be an estimate of June non-UCR costs for **State funds** only, not to exceed the balance of the relevant account(s). The Regional Accountant will review and, upon approval, submit the FSR to the Controller's Office for processing. Once actual costs have been identified, Area Programs are to submit a certified June FSR to the Regional Accountant accompanied by a refund check of over payment, if applicable, prior to October 1, 2005. Please estimate as best you can the amount of expenditures for the month of June. If your payment of State funds is less than your actual billings, there is no guarantee State funds will be available for payment in SFY 05 since the unexpended State funds will have reverted to the General Fund.

The procedures outline in this memo will help ensure that all State funds due to Area Programs are paid during the current fiscal year. Since Federal funds do not revert to the State's General Fund at year end, if the Division owes additional Federal funds to Area Programs for SFY 05 costs after SFY 05 has ended and the Federal funds are still available, these will be rebudgeted in SFY 06 and paid to Area Programs.

The final date for processing Area Program SFY 05 payments by the DHHS Controller's Office is June 17, 2005. Please have your finance officers contact the DMHDDSAS Budget & Finance Team with questions at (919) 733-7013 or e-mail me - Wanda.Mitchell@ncmail.net

cc: Secretary Carmen Hooker Odom
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